

# DOCUMENTATION OF SITE ELIGIBILITY

Due  
dates  
vary

Each site being operated by the sponsoring organization must have documentation of its eligibility to operate as part of the Summer Food Service Program. The type of documentation required depends on the type of site.

Site Type	Documentation	Due Date
<b>OPEN</b>	If your town or school is on the "50 percent list," (page 00) or the "Census Data List," (page 00), complete the "Open Site Eligibility Documentation Form" and submit with "Site Data Form."	June 15, 2001
	If a site operated last year as an open site based on school data for that year, the site can be "open" based on the previous year's data. (Updated documentation must be submitted every three years if school data is used.) Complete the "Open Site Eligibility Documentation Form" and submit with "Site Data Form."	June 15, 2001
	<p>If your town or school is not on the attached "50 percent list," or the "Census Data List," then one of the following types of documentation is required for a site to qualify as an open site.</p> <ul style="list-style-type: none"> <li>An official letter from public or nonprofit private school(s) located in the site area stating that 50 percent or more of the total students enrolled are eligible for free or reduced price meal benefits. The letter should include the number of students eligible for free and reduced price meals, the total school enrollment, the percentage of eligible students, and the month from which the data is taken. A sample letter is on page 00. Complete the "Open Site Eligibility Documentation Form", attach letter, and submit with application.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>An official letter from local or state housing authority stating the family size and income guidelines for residency in low-income housing. A sample letter appears on page 00. Complete the "Site Documentation Form", attach letter, and submit with application.</li> </ul>	June 15, 2001
<b>ENROLLED</b>	Documentation for an enrolled site consists of a list of children enrolled at the site with an indication of individual eligibility determination for each child. (To qualify as an enrolled site at least 50 percent of the children on the list must be eligible for meal benefits.) See page 00 for an example of appropriate documentation.	Mail no later than the second week of operation.
<b>DAY CAMP</b>	If less than 50 percent of the children enrolled at a site are individually eligible, then the site may qualify as a day camp site. Documentation consists of a list that includes names of children enrolled at the site with an indication of individual eligibility determination for each child. See page 00 for an example of appropriate documentation.	Mail no later than the second week of operation.

## ENROLLED SITES:

**Note 1:** The school or other child nutrition program cannot release individual eligibility data until a sponsor has been approved by the Department of Education to participate in the Summer food Service Program. However, if a potential sponsor is interested in aggregate data, this can be shared. For example, if a Recreation Program is considering sponsoring the SFSP, the Recreation Program can provide a list of students to a school and ask what percentage of those children are eligible for free or reduced price school meals.

**Note 2:** Once a sponsor has been approved, the sponsor can request individual eligibility data from the school (or other Child Nutrition Program\*). This is a recent change in USDA policy. ***Individual program eligibility information collected for any one of the Child Nutrition Programs\* may be shared with another Child Nutrition Program, even if the programs are sponsored by different entities.*** For example, a public school may disclose information from children's free and reduced price school meal applications, without parental consent, to a Summer Food Service Program administered by Parks and Recreation.

\*National School Lunch Program, School Breakfast Program, Special Milk Program, Child and Adult Care Food Program, Summer Food Service Program, and the WIC Program.

**Note 3:** If the use of school data is not possible, the sponsor can still collect eligibility information from individual children. The form to use for this is part of the application packet. You may copy it as two pages or back to back. A form must be given to each child enrolling. They are not required to return a completed form. Income guidelines to determine eligibility status are also included in the application packet.

# **"FIFTY PERCENT"** **SCHOOLS FOR SFSP 2001**

*For use with the Summer Food Service Program*

The information in the following table is based on October 31, 2000, eligibility data on file with the Vermont Department of Education and can be used for open site documentation for the 2001 Summer Food Service Program. The percents shown were calculated by adding the number of free and reduced price eligible students and dividing this total by the school enrollment. Any school with 50 percent or more of the enrolled students eligible for free or reduced price meal benefits qualifies either the school building or a specific geographic area as an open site (i.e., all students can participate in the Summer Food Service Program free of charge, regardless of individual eligibility).

If the school listed is the only school in a town or is a "neighborhood school," in a larger town or city (i.e., serves children from a specific area designated by boundaries) any site operating anywhere in the area served by that school qualifies as an open site. If the school listed is only one of many serving students in the same grades (e.g., one of three K-6 schools in a town or city), an open site can be operated only at the specific school building.

<b>Town/City</b>	<b>School</b>	<b>Percent</b>	<b>What it means</b>
Albany	Albany Community School	53%	One or more open sites can be operated anywhere in Albany.
Alburg	Alburg Community Education Center	53%	One or more open sites can be operated anywhere in Alburg.
Barre City	Barre City Elementary School	52%	One or more open sites can be operated anywhere in Barre City.
Barton	Barton Graded School	54%	One or more open sites can be operated anywhere in Barton.
Bellows Falls	Cherry Hill Elementary School	58%	Cherry Hill Elementary School is not a neighborhood school therefore an open site can be operated only at the Cherry Hill School.
Belvidere	Belvidere Elementary School	57%	One or more open sites can be operated anywhere in Belvidere.
Bennington	Catamount Elementary School	55%	Catamount Elementary School is not a neighborhood school therefore an open site can be operated only at the Catamount Elementary School.
	Molly Stark Elementary School	55%	Molly Stark Elementary School is not a neighborhood school therefore an open site can be operated only at the Molly Stark School.

<b>Town/City</b>	<b>School</b>	<b>Percent</b>	<b>What it means</b>
Brattleboro	Canal Street School	66%	Canal Street School is not a neighborhood school therefore an open site can be operated only at the Canal Street School.
	Oak Grove School	80%	Oak Grove School is not a neighborhood school therefore an open site can be operated only at the Oak Grove School.
Brighton	Brighton Elementary School	56%	One or more open sites can be operated anywhere in Island Pond.
Brownington	Brownington Central School	72%	One or more open sites can be operated anywhere in Brownington.
Burlington	Barnes Elementary	94%	One or more open sites can be operated anywhere in the area served by Barnes Elementary.
	Edmunds Middle School	53%	One or more open sites can be operated anywhere in the area served by Edmunds Middle School.
	H.O. Wheeler Elementary	100%	One or more open sites can be operated anywhere in the area served by H.O. Wheeler Elementary.
Charleston	Charleston Elementary School	60%	One or more open sites can be operated anywhere in Charleston.
Coventry	Coventry Village School	52%	One or more open sites can be operated anywhere in Coventry.
Eden	Eden Central School	52%	One or more open sites can be operated anywhere in Eden.
Gilman	Gilman/Lunenburg Schools	57%	One or more open sites can be operated anywhere in Gilman and Lunenburg.
Greensboro	Lakeview Union Elementary	54%	One or more open sites can be operated anywhere in Greensboro and Stannard.
Hardwick	Hardwick Elementary School	56%	One or more open sites can be operated anywhere in Hardwick.
Holland	Holland Elementary School	77%	One or more open sites can be operated anywhere in Holland.
Island Pond	Brighton Elementary School	56%	One or more open sites can be operated anywhere in Brighton.
Isle LaMotte	Isle LaMotte Elementary	60%	One or more open sites can be operated anywhere in Isle LaMotte.
Jay	Jay/Westfield Joint School	54%	One or more open sites can be operated anywhere in Jay or Westfield.
Johnson	Johnson Elementary School	54%	One or more open sites can be operated anywhere in Johnson.
Lowell	Lowell School	60%	One or more open sites can be operated anywhere in Lowell.
Lunenburg	Lunenburg/Gilman Schools	57%	One or more open sites can be operated anywhere in Lunenburg and Gilman.
Newark	Newark School	62%	One or more open sites can be operated anywhere in Newark.

<b>Town/City</b>	<b>School</b>	<b>Percent</b>	<b>What it means</b>
Newport City	Newport City Elem. School	57%	One or more open sites can be operated anywhere in Newport City.
Newport Town	Newport Town School	50%	One or more open sites can be operated anywhere in Newport Town.
Rutland	Northwest Elem. School	67%	Northwest Elem. School is not a neighborhood school therefore an open site can be operated only at the Northwest School.
	Pierpoint Primary School	52%	Pierpoint Primary School is not a neighborhood school therefore an open site can be operated only at the Pierpoint School.
Sheffield	Miller's Run UD # 37	54%	One or more open sites can be operated anywhere in Sheffield.
Springfield	Park Street School	51%	This school serves all fifth graders in Springfield, therefore one or more open sites can be operated anywhere in Springfield.
St. Johnsbury	St. Johnsbury Elementary Schools	59%	One or more open sites can be operated anywhere in St. Johnsbury.
Stannard	Lakeview Union Elementary	54%	One or more open sites can be operated anywhere in Stannard.
Sutton	Sutton Village School	62%	One or more open sites can be operated anywhere in Sutton.
Troy	Troy Elementary School	59%	One or more open sites can be operated anywhere in Troy.
Vershire	Westshire Elementary School	59%	One or more open sites can be operated anywhere in Vershire.
West Fairlee	Westshire Elementary School	59%	One or more open sites can be operated anywhere in West Fairlee.
Westfield	Jay/Westfield Joint School	54%	One or more open sites can be operated anywhere in Westfield.
Wheelock	Miller's Run UD #37	54%	One or more open sites can be operated anywhere in Wheelock.
Winooski	John F. Kennedy School	66%	One or more open sites can be operated anywhere in Winooski.
Wolcott	Wolcott Elementary School	57%	One or more open sites can be operated anywhere in Wolcott.
Woodford	Woodford Hollow Elementary School	60%	One or more open sites can be operated anywhere in Woodford.

**Vermont Department of Education**  
**Child Nutrition Programs**  
**120 State Street**  
**Montpelier, VT 05620**

**CENSUS DATA**

*For use with the Summer Food Service Program*

Data from the 1990 census that is on file at the Department of Education serves as documentation that the Summer Food Service Program sites located within the geographic areas listed below qualify as open sites. **No additional documentation is required.**

Location	Total Children	# Children under 185% Poverty	% Children under 185 percent poverty
Athens Town	91	51	56.04%
Benson Town	234	130	55.56%
Bradford Village	250	159	63.6%
Chelsea Town	319	173	54.23%
Derby Center Village	235	123	52.34%
Eden Town	242	130	53.72%
Glover Town	194	97	50.99%
Goshen Town	46	24	52.17%
Hancock Town	97	65	67.01%
Lyndonville Village	293	148	50.51%
Newfane Village	33	18	54.55%
North Troy Village	219	116	52.97%
Searsburg Town	23	13	56.52%
Walden Town	211	112	53.08%
Wells River Village	117	75	64.10%
West Burke Village	85	50	58.82%

# ANYTOWN ELEMENTARY SCHOOL

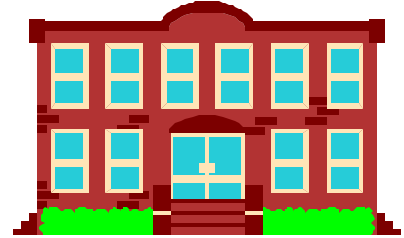
1234 School Street

Anytown, VT 00000

Telephone: 802/555-0000

Fax: 802/555-0001

Principal: Jane Goodperson



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April 17, 2001

Summer Food Service Program  
Vermont Department of Education  
120 State Street  
Montpelier, VT 05620

To Whom It May Concern:

Anytown Elementary School has an enrollment of 168 students. Of these students, 67 are eligible for free meals; 24 are eligible for reduced-price meals. This calculates out to 54% of the total enrollment.

These figures are for the month of January 2001.

If you have any questions, please feel free to contact me.

Sincerely,

**Jane Goodperson**

Jane Goodperson, Principal

*Sample enrollment list to document enrolled site eligibility.*

Sponsor: Busycounty Community  
Action

Site: Memorial Park

Children Enrolled	Eligible	Not Eligible
Jamie Lopez	Free	
Rick Buck	Free	
Tammy Johnson		Didn't return form
Ron Hutchins	Reduced	
Mark Fairbanks	Free	
Trish Lucas		Over income
Joan Adams	Free	
Jeff Soule		Didn't return form
Aaron Soule		Didn't return form
Patrick Malone	Free	
Darcy Allaine	Free	
Ken Ducharme	Free	
Mary Jane Dunham	Free	
Joey Brown	Reduced	
Julie Macy	Free	
Jessica Adams		Didn't return form
Leah Belle	Reduced	
Jason Pearce		Over income
Martin Levine	Free	
Linda Jakes	Free	
Rob Warbler	Reduced	
Totals	15	6



Calculate the percentage:	15	÷	21	=	.71 or 71%
	# Eligible		Total Enrollment		percent eligible

*Sample enrollment list to document camper eligibility.*

Sponsor *Lotsafun Summer Day Camp*

Site: *Laughing Lake*

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Children Enrolled	Eligible	Not Eligible
Jamie Lopez		Over income
Rick Buck		Didn't return form
Tammy Johnson		Didn't return form
Ron Hutchins		Didn't return form
Mark Fairbanks	✓	
Trish Lucas		Over income
Joan Adams	✓	
Jeff Soule		Didn't return form
Aaron Soule		Didn't return form
Patrick Malone	✓	
Darcy Allaine	✓	
Ken Ducharme		Over income
Mary Jane Dunham		Didn't return form
Joey Brown		Didn't return form
Julie Macy	✓	
Jessica Adams		Didn't return form
Leah Belle		Didn't return form
Jason Pearce		Over income
Martin Levine		Didn't return form
Linda Jakes	✓	
Rob Warbler		Over income
Totals	6 Free Eligible	15 Not Eligible